# Job Description

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| **Job title:** | Production Co-ordinator |
| **Location:** | Based at The Kerith Centre in Bracknell, but required to travel to other sites when needed. |
| **Hours of work:** | **14hrs / 2 days a week** |
| **Department:** | Production |
| **Reporting to:** | **Production Manager** |
| **Salary Band:** | **Support** | **Salary:** | **£8,328 (£20,821 FTE)** |

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| **Job purpose** |
| To play a key part in the Kerith Production team, ensuring the department can support Sundays and Church conferences.  Involvement in the training of production equipment, working to a high standard to ensure it can be safely and effectively operated by the volunteer team. |
| **Main duties** |
| * Ensure Production volunteer teams are trained and equipped across all sites to run Sunday meetings.
* Working with volunteer production leads to ensure the production teams needs across the sites are met.
* Organise training for Production teams when needed.
* Prepare resources for the Sunday meetings and courses across the multiple sites.
* Adapt graphics made by the Comms team for use in Sunday meetings.
* Play a key role in the production preparation for large events and conferences.
* Liaise with event organisers to provide appropriate support for external events and weddings/funerals.
* Organising production filming calendar and managing filming personal and studio space.
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# Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * A good general level of education
* Driving License and access to a car
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| **Experience** |  | * As part of a Church production team
* Working within a team and also on solo projects
* Managing your own day to day schedule and workload
* Leading production teams during events/conferences
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| **Knowledge** | * Basic understanding of audio, video and lighting

equipment | * Basic understanding of filming process
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| **Skills** | * Organised – able to create and manage processes without line manager assistance
* Able to work independently
* Able to problem solve issues
* Able to contribute to creative meetings around future projects.
* Competent in Microsoft Office, Pro Presenter, Canva and Planning Center
* Confident with teaching and training others
 | * Ability to network outside Kerith with other production contacts
* Competent in basic video, graphics and audio editing
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| **Attitude** | * Passionate about production, people focused and a heart for God
* A positive outlook on potential problems- an ‘issue-fixer’ rather than a ‘problem creator’
* Eager to learn and develop new skills
* Seeing others as people God loves and not tools to get a job done
* Be able to work flexible hours including evenings and weekends
* Care about production in a church environment
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